

Accounting Officer

The Job

- To handle full set of accounts independently, including preparation and reviewing ledger balances and monthly accounts.
- To prepare journal entries and related functions.
- To maintain records of all receipts and payments.
- To handle general account queries.
- To perform accounting and clerical functions to support supervisors.
- To compile statistics and prepare reporting package to the HKBCF's funding bodies.
- To ensure operation process and procedures are in compliance with the HKBCF's policies and statutory accounting requirements of the HKSAR.
- To perform outdoor works when necessary.

The Candidate

- Higher Diploma/Associate Degree in Accounting or related disciplines with at least 1 year's relevant working experience, preferably gained from NGO.
- Sound knowledge in bookkeeping and business acumen.
- Practical knowledge and experience in Flex system operations is an advantage.
- Proficient in MS Office, especially Word, Excel and Chinese word processing.
- Detailed-minded, well organised, responsible, independent and able to meet tight deadline.
- Good command of written and spoken English and Chinese.

To Apply

Interested parties, please send your full resume stating salary expectation and date of availability to recruit@hkbcf.org. Consideration of applications will continue until the position is filled.

All information collected will be used for recruitment purpose only and treated with complete confidentiality. The personal data of unsuccessful applicants will be destroyed within six months from the date of applications received.